
SUBJECT: NETWORK SECURITY POLICY / CYBER SECURITY AWARENESS

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1. Introduction

The purpose of this policy is to define the roles and responsibilities for developing and implementing an effective network cyber-security awareness program.

As the County becomes increasingly more and more reliant on network services including computer devices, access to the Internet, email and cloud services, the risk of introducing malicious software or activity into these systems also increases.

It the responsibility of ALL Cass County employees to be aware of the potential threats that face our network and be extremely cautious when operating any computer devices within the County network or accessing County or client information online to limit the risk of cyber-security threats to our systems and information.

This policy applies to all full-time, part-time, interns and seasonal employees of Cass County.

2. Responsibilities

The Information Technology Director shall develop and implement a cyber-security training program for all employees of Cass County. Core training resources shall be provided to all employees. Department heads may request additional role based training be assigned where applicable to their staff.

All Cass County employees will be required to complete or attend all required cyber-security training resources, seminars or presentations annually or as required.

Newly hired employees, interns and seasonal employees shall be required to complete cyber-security awareness training within 14 days of hire.